Schedule of Commission
for Londonist DMC

The terms that apply to your Schedule of Commission will be the following:

From 1 March 2025 onwards, these commission conditions supersedes any prior commission schedules between you **(the Sales Agent)** and Londonist DMC **(the Company).**

Monthly Target: Personal monthly targets are set by the management in the first 5 working days of each month. Monthly targets also include KPI's which achievement determines the eligibility of the commission. These targets will be communicated individually to each member of the sales team. The achievement of this personal monthly target will determine the Sales Agents commission rate.

Direct Sale: A direct booking is only deemed a successful sale for commission where no payment is overdue. If a booking later becomes partially paid with an overdue instalment, the Company is to deduct such commission paid from the next commission pay or the last salary.

Booking Platform Sale: A sale generated from a third party booking platform is commissionable, not all booking platforms will be eligible for commission and these will be communicated to the sales team. If a sale generated by a booking platform later becomes partially paid with an overdue instalment, the Company is to deduct such commission paid from the next commission pay or the last salary.

Commission Rates:

Monthly Target - Not Achieved

Direct Sale – [0.2% Commission]: Commission for a Direct Sale (including accommodation and extra services) will be at the rate of 0.2%. Applicable on monthly paid invoices, a 0.2% commission applies to each sale, irrespective of whether the Monthly Target is met or not.

Booking Platform Sale – [0.1% Commission]: Commission for a Booking Platform Sale will be at the rate of 0.1%. Applicable on monthly paid invoices, a 0.1% commission applies to each sale from booking platforms, irrespective of whether the Monthly Target is met or not.

Monthly Target – Achieved

Direct Sale – [0.5% Commission]: Commission for a Direct Sale (including accommodation and extra services) will be at the rate of 0.5%. A 0.5% commission applies if the Sales Agent meets their Monthly Target and is paid at the end of the month.

Booking Platform Sale – [0.2% Commission]: Commission for a Booking Platform Sale will be at the rate of 0.2%. A 0.2% commission applies from booking plaforms if the Sales Agent meets their Monthly Target and is paid at the end of the month.

Commission Calculations and Conditions:

It is the responsibility of Sales Agents to pursue unpaid invoices and obtain payment. In the event of default, or termination of employment, Sales Agents cannot receive partial commission based on partial payment. Any outstanding invoices will be assigned to another sales representative with the management`s approval, to whom the commission will be due.

To qualify for commission, Sales Agents must ensure all student profile details are fully completed in CRM, including university, passport details, gender, nationality, and other required fields. Incomplete profiles may render the agent ineligible for commission.

To streamline the process and enhance efficiency, commission calculations are managed by the management. All commissions are gross pays and will be subject to tax deduction on payroll. Please note that commission conditions can be varied at anytime and will be communicated in writing in the event that it is.

Time of payment: end of the following month (example: January commission will be paid until the end of February).

You will no longer be eligible to receive any commissions under any previous agreement or schedule. Henceforth, you will be compensated exclusively through the commission structure as outlined in the terms of these conditions.

The Company reserves the right to amend, alter, or terminate the terms of this Schedule of Commission at its sole discretion. Any changes to this Schedule of Commission will be effective immediately upon delivery of notice to you. The Company will provide such notice in writing.